

This glossary is also available as a pdf at <http://www.opi.mt.gov/ADC/index.html>.

### **Absent Count**

The number of students absent on the enrollment count date (first Monday in October or last day of test cycle). The absent count should be conducted on the same day as the enrollment count, unless the program a student attends does not conduct class on the count date. If a student's class is not conducted on the enrollment count date, report that student's attendance as of the next pupil-instruction day. For example, if the official count day is on a Monday and a student is only enrolled in classes that meet on Tuesdays and Thursdays consider that student's attendance on Tuesday for the attendance count. Note: The total enrollment count must reflect only students enrolled on the official count date.

Students present for only a portion of the count date should be reflected appropriately in the absent count. Below are sample calculations for partial day attendance:

Pre-K and K: 1 of 3 hours present = .67 absent  
Grades 1-6: 3 of 6 hours present = .50 absent  
Grades 7-12: 6 of 8 periods present = .25 absent

If a student is enrolled part-time and attends all scheduled classes on the count day, the student is not considered absent for the remainder of the day. For example, students that attend half-day kindergarten classes are not absent for the other half of the day.

### **Adequate Yearly Progress (AYP)**

The minimum level of improvement that states, school districts and schools must achieve each year as required by No Child Left Behind (NCLB) legislation.

In Montana, for a public school or district to make adequate yearly progress, each student subgroup must meet or exceed the state's Annual Measurable Objectives for Reading and Math, each student subgroup must have at least a 95% participation rate in the statewide assessments, and the school must meet the State's requirement for other academic indicators. The other academic indicators that Montana has selected are graduation rate (for secondary schools) and attendance rate (for elementary and middle schools).

### **Attendance Rate**

Academic indicator used for determining Adequate Yearly Progress. The Attendance Rate calculation is the total number of students present on the dates used to report fall and test window student counts divided by the total enrollment for the same two counts.

$$\frac{(\text{Fall Enrolled} - \text{Fall Absent}) + (\text{Test Window Enrolled} - \text{Test Window Absent})}{\text{Fall Enrolled} + \text{Test Window Enrolled}}$$

### **Average Daily Attendance (ADA)**

The average number of students present on the dates used to report fall and test window enrollment and attendance data. The total number of students present in grades 1-12, as reported on the fall and test cycle enrollment and attendance data reports, will be added together and divided by two to determine the average daily attendance for that school year. The number of pre-kindergarten and kindergarten students present, as reported on those data collections, will be added together and divided by four to determine average daily attendance for that school year. (ARM 10.15.101(3))

**Free/Reduced Price Participant**

A student eligible to participate for the Free/Reduced Lunch Program under the National School Lunch Act.

**Grade**

The assigned education level of a student Pre-K through 12. In addition to grades 1-12, the ADC allows for entries of:

**[PK] = Pre-Kindergarten (Pre-K or Preschool)**

**3-5 year olds** in general – Count pupils as Pre-K students if they did not reach age five on or before September 10 of the current school year, and if they are attending a free preschool program offered at the discretion of the district. For complete information on counting prekindergarten students please see the enrollment manual.

**[K]= Kindergarten**

A program for children in the district who will be five years old on or before September 10 of the school year for which the program is to be conducted. The trustees of a district must either establish a kindergarten program or make a program available to all children in the district who meet the five-year-old age requirement. The program is taught during the year preceding first grade. For complete information on counting kindergarten students please see the enrollment manual.

**[P1] = Pre-1<sup>st</sup>/Transition First**

A pre-1<sup>st</sup>/transition program is a full-day program that is designed to ease the transition into or out of first grade, and often results in a two-year program between kindergarten and second grade.

**[UE, UM, or UH] = Ungraded (Elementary (UE), Middle (UM), High (UH))**

**Ungraded grade-level options are not available for the test cycle enrollment count. For the test cycle enrollment count, ungraded students should be counted at their age-appropriate grade level.**

Students in classes or programs to which students are assigned without a standard grade designation, i.e., special education, non-graded programs. Ungraded dropouts should be assigned to the grade most appropriate to their age.

**Individualized Education Program (IEP)**

The written instructional plan for a student with disabilities designated as a special education student under the Individuals with Disabilities Act (IDEA-Part B) which includes:

- statement of present levels of educational performance of a child;
- statement of annual goals, including short-term instructional objectives;
- statement of specific educational services to be provided, and the extent to which the child will be able to participate in regular educational programs;
- projected date for initiation, and anticipated duration of services;
- appropriate objectives, criteria, and evaluation procedures; and
- a schedule for determining, on at least an annual basis, whether instructional objectives are being achieved.

**Last Day of School Testing Window Cycle**

The last day that a school administers the state-wide Criterion-Referenced test (CRT). This date may vary slightly from school to school across the state since different schools test on different days. The date must fall within the testing window period set by the state. The enrollment counts reported for this day will be

## **Annual Data Collection - Glossary of Terms for Testing Cycle Enrollment Collection, 2005-06**

compared to the number of test booklets returned to the testing company to determine a test participation rate. The test participation rate is used as an indicator for determining school, district and state Adequate Yearly Progress under federal NCLB legislation.

If a school has no enrolled students in a tested grade, the school should use the last day the test was administered to students in the district. If the district has no enrolled students in a tested grade, the school should use March 29, 2006 as the count date.

### **Limited English Proficient**

An individual

- A. who is aged three through 21
- B. who is enrolled or preparing to enroll in an elementary or secondary school;
- C. who was not born in the United States or whose native language is a language other than English; who is an American Indian or Alaskan Native, or a native of the outlying areas; and who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- D. whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual
  - 1 the ability to meet the State's proficient level of achievement on State assessments described in section 111(b)(3);
  - 2 the ability to successfully achieve in classrooms where the language of instruction is English; or
  - 3 the opportunity to participate fully in our society.

### **Migrant**

A migrant student is a student who has moved within the last three years across international (Mexico and Canada only), state, or school district boundaries with his/her parent or guardian to enable the child (in the case of secondary youth), the child's guardian or parent, or member of the child's immediate family to obtain temporary or seasonal employment in an agricultural, fishing, or dairy-related activity. The child may be in any grade between preschool (age 3) and grade 12 and must not be above 22 years of age.

All eligibility determinations are made by trained recruiters and/or the Office of Public Instruction/Migrant Education Program (OPI/MEP).

Also to identify a student as migrant, he/she must have a current Certificate of Eligibility (COE) on file with the OPI/MEP.

If you have a student who you think might be migrant, please contact either the local MEP director or the state office at (406) 444-2423 to determine if he/she is, in fact, a migrant and has a COE on file.

If there is migrant funded staff at the school, that means there are migrant students at the school.

**Nineteen year old or older students who are in the 10<sup>th</sup> grade (NEW!)**

New this year is a disaggregation for 19 year old or older students who are in the 10th grade. These students do not receive ANB funding and are not required to be tested. They will not be included in the test participation rate calculation. However, these students should be included in the disaggregated enrolled count.

**Part-Time less than 181 hours**

The key in determining part-time status is to look at annual hours of a pupil's program. If the student receives, on average, less than one hour per day of instruction the student should be counted as part-time less than 181 hours.

**Grades 1-12, if the pupil's current instructional program provides:**

- Less than 181 hours of instruction time per year, report the pupil to OPI two ways: (1) in the regular grade line as enrolled; and (2) as a part-time student. The district receives **no ANB for this part-time student and the student does not need to be tested, and will not be included in the student count used for the calculation of the test participation rate.**

**Present**

The number of students enrolled minus the number of students absent.

**Race/Ethnicity**

The general racial or ethnic category which most clearly reflects the individual's recognition in his or her community, or with which the individual most identifies.

**American Indian/Alaskan Native**—A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.

**Asian**—a person having origins of any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinents. This area includes, for example, China, India, Japan, and Korea.

**Black or African American (not Hispanic)** — A person having origins in any of the black racial groups of Africa.

**Hispanic or Latino**—A person who traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.

**Native Hawaiian or Pacific Islander**—A person having origins in any of the original peoples of Hawaii or the Pacific Islands. This area includes, for example, Guam, the Philippine Islands, Samoa and Tahiti.

**White, Not Hispanic**—a person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**School District**

A government agency administratively responsible for providing public elementary and/or secondary instruction or educational support services.

**Special Education Eligible**

A student who has an Individualized Education Program (IEP) under the Individuals with Disabilities Act (IDEA-Part B) and who is receiving services.

**Testing Cycle Window**

The time period assigned by the state of Montana for administration of the state-wide Criterion-Referenced Test (CRT). All schools must administer the CRT to students in grades 3-8 and 10 within the testing cycle window.

For the 2005-06 school year, the testing cycle window for the CRT is March 6, 2006 to March 29, 2006.